

EXHIBIT A
Installation
Report

Electrical Business Machines Survey
for House Appropriations Committee

Office of
Comptroller
:IA

Location: Washington, D. C.
Appropriation or other Budget Identification
Operations CIA

Units of Equipment - Rented or Owned - June 30, 1953

Trade Name:	Description:	Units:	Percent of No. of Utilization F.Y. 1953 :	Annual Rental:	Purchase Price	
					Under 3 Years of Age:	Over 3 Years of Age
NCR Bookkeeping Machines	Records					
Class 30	not	2		-0-	---	\$5,475.00
Class 31	Maintained	3		-0-	\$14,754.78	---
Total					\$14,754.78	\$5,475.00

Operating Data 1953 Fiscal Year

Analysis of Contract Services:		Man Years	Amount
None	Operating Personnel	2.2	8,096.00
	Supporting Personnel	1.9	6,934.00
	Other Personnel		-0-
	Total	4.1	15,030.00
	Machine rental	xxx	-0-
	Card and paper supplies	xxx	356.50
	Contract services	xxx	357.30
	Total		713.80

Planned Expansion or Reduction in F.Y. 1954:

None

Functions Performed:

Maintenance of the general, subsidiary, and allotment ledgers, plus support functions for the IBM payroll operation.

II. NARRATIVE

A. Special Factors

None.

B. Management Controls

Management controls, of the type described in the instructions for the preparation of this report, are exercised by the Office of the Comptroller.

C. Agency Evaluation

Bookkeeping machines are used to perform the functions described in this report because of the large volume of transactions to be recorded, the multiple use of the data, and the need for obtaining the end products quickly and accurately.

D. Discussion of Possibilities of Economy through Consolidation of Installations

Not Applicable.

III. ANALYSIS OF MACHINES NOT IN USE

One class 30 NCR bookkeeping machine owned by the Agency is not included in the installation report. This machine, which is over three (3) years of age and cost \$2,737.50, is in excess to the Agency's current needs. The machine, however, has not been declared to be in excess of the Agency's needs because a study now in progress may result in it being returned to use.